



EMPLOYMENT OPPORTUNITY

1. RPA #	10793-DSA
ANALYST'S INITIALS	Pmc/sw
DATE	10/3/08

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Associate Governmental Program Analyst	POSITION NUMBER 716-543-5393-901	TENURE PERMANENT	TIME BASE Full-Time	CBID R-01		
OFFICE OF Fiscal & Legislative Unit	LOCATION OF POSITION (CITY or COUNTY) Sacramento, CA		MONTHLY SALARY \$4,400 TO \$5,348			
SEND APPLICATION TO: Division of State Architect 1102 "Q" Street, Suite 5100 Sacramento, CA 95811 Attn: Laura Gonzalez	REPORTING LOCATION OF POSITION 1102 "Q" Street, Suite 5100, Sacramento					
	SHIFT AND WORKING HOURS DAYS - 8 am – 5 pm					
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN					
	PUBLIC PHONE NUMBER (916) 445-8100	PUBLIC PHONE NUMBER () -				
	SUPERVISED BY AND CLASS TITLE Theodore Rapozo, Staff Services Manager II		POST & BID FILE BY: FILE BY 10/17/08			

***** NOT SUBJECT TO EXECUTIVE ORDER S 09- 08 *****
PLEASE INDICATE RPA #10793 ON YOUR STATE APPLICATION.
ASSOCIATE BUDGET ANALYST ARE ENCOURAGED TO APPLY

NOTE: These duties are for the Associate Governmental Program Analyst level; however, for recruitment purposes the Staff Services Analyst classification will be considered and the duties and salary will be adjusted accordingly. In order to be appointed as a transfer into a Staff Services Analyst (SSA) position, you must be on the SSA transfer exam list or be on the Prior List File (abolished SSA list) or have previously been appointed as a Staff Services Analyst.

SELECTION CRITERIA - -

- Please submit a completed State Application (STD 678) and resume to the address above.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to the Department of General Services' employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

Under the direction of the Staff Services Manager II (SSM II), Fiscal and Legislative Analysis Section of the Division of State Architect (DSA), the incumbent serves as a liaison and central resource to perform the analytical and technical staff functions in the area of fiscal management.

ESSENTIAL FUNCTIONS

The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

All work is to be accomplished in accordance with the laws, rules, regulations, and/or guidelines of the Department of General Services (DGS) and State Administrative Manual, the Department of Finance (DOF) Budget Letters, the Governor's Executive Orders, the Division of the State Architect (DSA) strategic plan, the Office of Fiscal Services (OFS) and the guidance of DSA management, utilizing Microsoft applications, eTracker, Project Accounting & Leave (PAL) and the Activity Based Management System (ABMS).

GS1T (REV. 1/98) - BPM 03/00

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In order to assist DSA managers with managing their budgets and to ensure expenditures are correct and charged appropriately, the incumbent:

- Develops DSA's annual budget and related documents for submission to the OFS, including expenditure projections and technical budget schedules using DOF prescribed formats and Excel spreadsheets.
- Advises DSA Executive Office regarding budgetary needs, monitors expenditures, revenues, and the status of Accountancy Fund using ABMS accounting data.
- Advises DSA Executive Office and Managers regarding budgetary items via monthly reports.
- Develops budget allocations and projections, performs continuous budgetary reviews and maintains controls of appropriations and allocations through position reviews and expenditure analysis.
- Analyzes expenditure inconsistencies and makes recommendations for resolution by meeting with managers and discussing options to correct the identified problems.
- Advises Regional Management on how to expend within the budgeted allotments by analyzing year-to-date actual expenditures and projecting based on the identified needs.
- Monitors line item authority controls by tracking line item overages in ABMS and resolves overages by preparing budget allotment transfers.
- Corrects staff PAL coding for inaccurate charges and reporting units by preparing manual salary corrections monthly and at year-end.
- Assists DSA Management in realignment of budget line items by researching several years of historical expenditure information, identifying past trends and meeting with management to discuss the needs for the current budget process.
- Prepares or provide peer review of DSA BCPs/Provisions for content and proper format by comparing with the Budget Letter guidelines.
- Assists in justifying new positions in BCPs/Provisions by performing fiscal analysis and reconciliations of budgeted positions for the Branches.
- Ensures adequate funding information is available to perform fiscal analysis by researching and making recommendations using expenditure trends from prior years, administrative overhead analysis and reconciliation of position reductions
- Writes and maintains a Budget Procedures Desk Manual by researching, updating and compiling the necessary information.
- Assists managers in planning for future budget needs by preparing forecasts, providing all expenditure documentation, and meeting to discuss budget recommendations.
- Verifies appropriate transfer of revenue by monitoring revenue transfers and reviewing the general ledger accounts in ABMS.
- Identifies DSA expenditure trends for use in budget projections by researching historical data.
- Reviews changes in laws, rules, new legislation and proposed amendments to determine fiscal impacts to DSA budgetary reports by gathering and coordinating programmatic, legal, and fiscal information on specific legislation affecting units within DSA and assess impact on budgetary reports by preparing a written analysis.
- Serves as liaison between DSA and OFS Budget Office on all budgetary matters.

In order assist DSA management to develop and monitor performance measurements, workload allocations, staffing levels, and fee structures:

- Responsible for preparing Cost Center Budgets to aid DSA managers with budget planning and expenditure monitoring.
- Analyzes and reviews electronic budget and actual ABMS accounting data for DSA Regional Offices/Programs, and provides fiscal assistance and technical support to Program Management and the Executive Office in comparing performance in planned versus actual income/expenditures. Identify positive/negative issues and make recommendations where appropriate to management to rectify problem areas.
- Run data reports from ABMS and eTracker.
- Utilize Excel formulas to perform statistical and trend analysis of data.
- Prepare forecasts using regression analysis and indexing.
- Assists DSA Management in realignment of budget line items by researching several years of historical expenditure information, identifying past trends and meeting with management to discuss the needs for the current budget process.
- Develops and works closely with DSA managers to research and substantiate Budget Change Proposal (BCP), Finance Letter, and other budget related activities.
- Prepares or provides peer review of DSA BCPs/Provisions for content and proper format by comparing with the Budget Letter guidelines.

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<ul style="list-style-type: none"> Assists in justifying new positions in BCPs/Provisions by performing fiscal analysis and reconciliations of budgeted positions for the Branches. <p>Makes recommendations for improvements needed for charging services and receiving income by analyzing current methodologies.</p> <p>In order to assist DSA management to develop and monitor performance measurements, workload allocations, staffing levels, and fee structures:</p> <ul style="list-style-type: none"> Responsible for preparing Cost Center Budgets to aid DSA managers with budget planning and expenditure monitoring. Analyzes and reviews electronic budget and actual ABMS accounting data for DSA Executive Office Regional Offices/Programs, and provides fiscal assistance and technical support to Program Management and the in comparing performance in planned versus actual income/expenditures. Identify positive/negative issues and make recommendations where appropriate to management to rectify problem areas. Assists in the projection of divisional workload by gathering program statistics in order to determine appropriate staffing and resources needed. Assess and monitors the appropriateness of fees, and assists in the development of alternatives to address fee issues by gathering and analyzing historical and projected fiscal data. Run data reports from ABMS and eTracker. Prepare forecasts using regression analysis and indexing. Develops and works closely with DSA managers to research and substantiate Budget Change Proposal (BCP), Finance Letter, and other budget related activities. Makes recommendations for improvements needed for charging services and receiving income by analyzing current methodologies. <p>In order to respond to special analysis requests from DSA Management for making critical decisions to resolve complex fiscal issues under the above guidelines:</p> <p>Interprets fiscal impact and program guidelines referenced in BCPs/Finance Letters/Provisions for program funding requirements utilizing the legal guidelines included in the Budget Act, legislation and government code that impacts DSA</p> <p>In order to make accurate recommendations to management for fiscal capacity to hire, and to track personal services authority following the above guidelines and at the request of Branch Management:</p> <ul style="list-style-type: none"> Projects salaries and wages for the formalized expenditure analysis by updating position information in databases, including vacancy date, and tenure. Verifies and documents availability of funds to fill vacancies by reviewing planning estimate and budget reports. <p>Coordinates fund transfers for redirected positions by completing and submitting an electronic transfer of budget allotment form to OFS Budget Office..</p> <p>MARGINAL FUNCTIONS</p> <p>Responds to special budget drills by gathering and compiling requested information using databases and other appropriate fiscal reports in order to meet the fiscal management needs of DSA at Management's request. Perform other duties required.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, accounting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.</p> <p>Ability to: Develop various types of the budget documents; analyze and solve difficult technical budget problems; establish and maintain cooperative relationships with control agency staff and others contacted during the course of work ; analyze situations accurately and develop and effective course of action. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader.</p>			

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<p>DESIRABLE QUALIFICATIONS</p> <p><i>Special Personal Characteristics:</i></p> <ul style="list-style-type: none"> • Experience in budget or accounting related work, including automation tools. • Experience in analyzing legislation for possible fiscal impacts. • Commitment to quality customer service which exceeds the customer's expectations. • Excellent organizational skills. • Focus attention to detail, follow-through, and completed staff work. • Good attendance and punctuality record. • Consistently exercise a high degree of initiative. • Analyze situations and adopt effective course of action. • Flexibility in providing backup to other staff during absences. <p><i>Interpersonal Skills:</i></p> <ul style="list-style-type: none"> • Communicate in a clear and concise manner. • Communicate confidently and courteously in a diverse community. • Act independently and work well as a team member. • Receive and follow direction from supervisor. • Positive team attitude, open-mindedness, flexibility, and tact. <p><i>Additional Qualifications</i></p> <ul style="list-style-type: none"> • Bachelor's Degree in Business Administration or related field. • Working proficiency in Microsoft Word, Outlook, Advance Excel, Access, Visio, ABMS, and PAL. • Experience in analyzing and interpreting laws, rules, and regulations. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment. • Multi-task, meet deadlines, and adjust to changing priorities. • Function effectively in an automated environment. • Daily use of PC and related software applications at a workstation. • Occasional overtime may be required. 			